



DEPARTMENT OF THE NAVY
NAVAL MEDICAL COMMAND
WASHINGTON, D.C. 20372

IN REPLY REFER TO
NAVMEDCOMINST 5050.1
MEDCOM-09B1

26 September 1983

NAVMEDCOM INSTRUCTION 5050.1

From: Commander, Naval Medical Command
To: All Internal COMNAVMEDCOM Codes

Subj: Briefing reports and history of the Medical Department

Ref: (a) BUMEDINST 5510.6B

1. Purpose. To issue instructions for the preparation of subject reports and collection of historical data.
2. Cancellation. BUMEDINST 5000.2B.
3. Briefing Report Procedures. There is a continuing requirement for timely transmission of selected information to deputy commanders, special assistants, MEDCOM-09, MEDCOM-00, and higher authority. Briefing reports should cover highlights only, with the understanding that if more details are desired by a reviewing code, those details will be requested.
 - a. Form. NAVMEDCOM 5050/1 (10-83), Brief, shall be used for briefing reports. When uncommon acronyms are used they shall be identified with the first use in the report.
 - b. Reporting Subjects. Attendance at meetings and conferences outside of the Naval Medical Command, the development of new or revised medical or dental projects, visits to field activities, visitors to COMNAVMEDCOM, and the occurrence of unusual events are matters within the purview of this instruction. Visits by Medical Department personnel seeking information concerning their career or assignment, persons seeking employment, business representatives, or personal visitors to COMNAVMEDCOM personnel are not subject to this instruction. Normally, only one subject should be included in each report.
 - c. Reporting Procedures. If the matter being discussed is:
 - (1) Unclassified. The originator shall deliver the original, completed NAVMEDCOM 5050/1 to the division director via branch heads. The division director shall forward the Brief to his or her deputy commander if it is of sufficient interest. The deputy commander, after review, shall forward it to MEDCOM-09 and MEDCOM-00 if such referral is indicated. Concurrently, the originator shall send copies to:

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- (a) MEDCOM-00D4 in all instances.
 - (b) MEDCOM-09B1 in cases of visitors to COMNAVMEDCOM, except those excluded in paragraph 3b above, and reports of all field visits.
 - (c) MEDCOM-00A12 (general correspondence) in all instances except visitors to COMNAVMEDCOM and reports of field visits.
 - (d) MEDCOM-00B if the Brief involves field visits. (This code shall be consulted as far in advance as practicable to allow it to request inquiry into various problems or conditions that may exist in the area to be visited, as required by reference (a). These visits are to be made without ceremony or disruption of work at the activity. Visitors shall comply with accepted practices of military etiquette and report arrival and departure to proper local officials.)
 - (e) MEDCOM-11 when current or future obligations and expenditures of COMNAVMEDCOM controlled monies are involved.
 - (f) Such other interested or cognizant codes.
 - (g) CNO and VCNO (through MEDCOM-09 and MEDCOM-00) if of concern to them.
 - (h) Briefing reports on field visits and visitors to COMNAVMEDCOM shall be submitted on a priority basis upon return from the field visit or the departure of the visitor from COMNAVMEDCOM.
- (2) Classified. The originator shall deliver the original Brief and copies specified above to MEDCOM-09B12 for routing and control.
- d. Health and Medical or Dental Developments. Either by personal communication or on the Brief, MEDCOM-09 and MEDCOM-00 shall be informed of significant health and medical or dental developments outside the Navy which have a bearing on Navy medicine and dentistry; health trends among Federal medical services; Navy decisions or actions which require COMNAVMEDCOM policy determinations; subjects or programs likely to be brought to the attention of higher authority; injury or illness of flag and general officers resulting in their admission to the sicklist; developments which have possible triservice applications; and important breakthroughs in medical and dental research, including development of new research tools.
4. History of the Medical Department. MEDCOM-00D4 shall be responsible for the collection, evaluation, and preservation of data significant in the history of the Medical Department. Receipt of NAVMEDCOM 5050/1 keeps MEDCOM-00D4 informed of significant COMNAVMEDCOM events and accomplishments. Most of the day-to-day

work program rarely is reported. To obviate this deficiency, MEDCOM-00D4 shall be kept more intimately informed of significant events and programs as they occur. This can be accomplished by informal memorandums.

a. Scope of Coverage. MEDCOM-00D4 should be familiar with the status of programs and policies adopted or continued, accomplishments achieved and methods used; and analysis of objectives not accomplished. A candid appraisal of errors, decisions ultimately proved to be unsatisfactory, and cessation of efforts or changes in plans owing to unforeseen or uncontrolled circumstances, when documented, can be useful for the lessons learned therefrom. Major unsolved problems should be documented briefly in terms which reveal the dynamics of the issues involved. The problem approach is considered most useful since it enables COMNAVMEDCOM to describe a situation, possible solutions, and reasons for particular decisions, with comments on the result of the policy or plan being adopted or executed.

b. Specific Coverage. MEDCOM-00D4 shall be responsible for the preservation of documents relating to such items as:


- (1) General administration and direction of the delivery of health care and hospitalization programs, including progress of executive management.
- (2) Relations with other health, defense, and scientific agencies, particularly in professional activities, conferences, conventions, and meetings.
- (3) Planning, facilities, material, and logistics.
- (4) Military medical programs in such fields as amphibious medicine, bioastronautics, aviation medicine, neuropsychiatry, optometry, pharmacy, preventive medicine, research (including animal research), special weapons defense, and submarine medicine.
- (5) All phases of the dentistry program.
- (6) Policies on physical qualifications for appointment, promotion, transfer, retirement, and use of marginal manpower.
- (7) Personnel procurement, utilization, and training.
- (8) Reserve programs.
- (9) Professional and humanitarian relations with the civilian community at home and abroad.
- (10) General health of Navy and Marine Corps personnel.
- (11) Participation in legislative action.

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5. Action. Cognizant individuals shall ensure that briefing reports are submitted as prescribed in this instruction. MEDCOM-00D4 shall prepare such reports as required and write such monographs as indicated to enhance the effectiveness of the Navy Medical Department. Reports required by higher authority, shall normally be prepared in draft form, to be cleared by appropriate one- or two-digit codes before submission to the Commander, Naval Medical Command for signature.

6. Form and Report. NAVMEDCOM 5050/1 (10-83), Brief, is available in the COMNAVMEDCOM Supply Room, Building Five, room 5000. Report control symbol NAVMEDCOM 5050-1 is assigned to all reports submitted in accordance with this instruction.



R. G. SHAFER
Acting